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22 December 1967

TO : [REDACTED]  
Chief, Support Services Staff, DDS

SUBJECT : ADP Management Information System Report

REFERENCE: Your Secret Memo, Same Subject, dated 29 November 1967

In separate conversations with you and with [REDACTED] it was agreed that the Office of Training does not have an ADP Unit as characterized in the terms of reference shown in your guidelines. The Registrar's office is continuing with its modification of the Agency's training information system according to the general plans outlined in OTR's reports of 8 November 1966 and 1 March 1967.

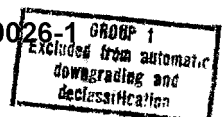
If you should later decide that you need more current information on OTR's activity, I will be pleased to send it to you.

[REDACTED]  
Registrar/OTR

Distribution:

- Orig. & 1 - Addressee
- 1 - R/ TR (Chrono)
- 1 - AIB's ADP Management File

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DD/S 67-6140

DTR-9791

29 November 1967

MEMORANDUM FOR: Director of Communications  
Director of Finance  
Director of Logistics  
Director of Medical Services  
Director of Personnel  
Director of Security  
✓Director of Training

SUBJECT : ADP Management Information System Report

REFERENCE : C/SSS Memorandum to addressees dated  
4 October 1967, same subject

1. Paragraph 2 of my memo of 4 October said that we would send machine printouts of the ADP Equipment Inventory, Projected EDPE (computer equipment) Gains, Projected Losses, Manpower and Cost Summary, and Computer Utilization as soon as we received them. These printouts, structured as provided for in the ADP MIS Manual (attachment to reference), are forwarded herewith. They complete the set of basic printouts and provide an overview of the ADP MIS data base from which addressee ADP units can make the necessary corrections and further update the files. Changes were made to the initial data base on the first round of corrections, but there are still omissions and errors which must be identified and corrected.

2. ADP Unit No. 403 data represents a summary of information submitted by offices other than the Office of Communications and the Support Services Staff and was not identified by individual office on the printouts. We have added the identification for current and future use by the Offices composing ADP Unit No. 403. You will note that instructions in the ADP MIS Manual concerning alphabetic codes, (Section 10 - Card Formats F through K), and the supply of ADP MIS transcript sheets forwarded with reference are not in agreement with the F through K card codes shown on the attached printouts. These card codes were redesignated to facilitate

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computer processing, and are to be used in accordance with and as they appear on the printouts.

3. Section 4 of the ADP MIS Manual outlines the reporting schedule for each data sub set, but does not include the date due in the Office of the Information Processing Coordinator of the Support Directorate. In order to provide adequate time to process addressee submissions of Projected EDPE Gains/Losses, and Computer Utilization Data for transmittal to O/PPB by 15 January 1968, input formats are requested to be forwarded to me no later than 29 December 1967.



Chief, Support Services Staff

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Attachment

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DTR-9469

4 October 1967

MEMORANDUM FOR: Director of Communications  
Director of Finance  
Director of Logistics  
Director of Medical Services  
Director of Personnel  
Director of Security  
✓ Director of Training

SUBJECT : ADP Management Information System Report

1. Contributions to the initial semi-annual ADP Management Information System Report for the Support Directorate were compiled and submitted to the Chief, Information Processing Staff, O/PPB. Machine proof listings returned to the Support Services Staff were corrected with the aid of addressee offices and resubmitted for approval, during mid-August 1967.

2. I have been informed that computerized ADP/MIS files are now in the process of being converted to the record format defined in the attached 11 August instructions. When the corrected and approved Support Directorate listings (paragraph 4 of attached memorandum, dated 22 August 1967) are received from OPPB I will distribute them to the appropriate ADP Unit Managers to assist in updating the next Report.

3. In the meantime I am forwarding to you the newly revised set of guidelines, instructions, and blank input Transcript Sheets which are to be followed and used in furnishing the required data for the ADP/MIS Report due the Chief, Information Processing Staff by 15 January 1968.

4. Additional information or changes concerning this Report will be distributed as they become available.



Chief, Support Services Staff

Attachment

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22 August 1967

MEMORANDUM FOR: IP Coordinators

ATTENTION : ADP Unit Managers

SUBJECT : ADP MIS

1. Attached is an improved set of guidelines/instructions for maintaining the initial subsystems of the Agency's ADP Management Information System. It seeks to overcome the major problems encountered in inaugurating the system by furnishing:

(a) all essential information in one expandable package -- eliminating the confusion caused by references to Circular A-83,

(b) more specific definition of terms -- particularly as they relate to Agency systems,

(c) complete detailed instructions for reporting each data element in the system, and

(d) reformatted transcript sheets and input cards to facilitate the reporting of new data and machine processing operations.

2. This ADP MIS document reflects some change in our preliminary concepts. We will find other changes necessary as we gain more experience with the system. A few of the data elements prescribed by Circular A-83 have been eliminated and some have been reduced in field size to gain some system advantages without seriously affecting our capability to meet BOB reporting requirements.

3. Attention is called to the following items included in the attached revision:

GROUP 1  
Excluded from automatic  
downgrading and  
declassification

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(a) ADP Unit Identification is reduced to one input card. This modification simplifies machine processing. (Contractor phone and mailing codes were eliminated.)

(b) A separate input format is provided for ADPE System Identification.

(c) EDPE System is specified as a given CPU and the peripherals identified with it. An additional or replacement CPU (new serial number) and all peripherals identified with it will be assigned a new EDPE System Number.

(d) PCAM and ADPE such as WALNUT equipment are identified with unique system numbers.

(e) Reporting exemptions are modified to provide for more complete accounting of ADP manpower and costs. (n.b. para 2.7 in the attached)

(f) All "Contractor ADP Unit" costs will be reported as contractual costs by the appropriate inhouse ADP unit. Therefore, separate Manpower and Cost Reports will not be required from Contractor ADP Units. (it is suggested, however, that these would be useful for contract management and can be handled separately in the system.)

(g) It is specified that the projected date for purchasing ADPE will not be reported as within the current or budget fiscal years unless the purchase is budgeted for.

4. Each Directorate has been furnished a machine listing of its initial contributions to the ADP MIS data base and instructions for making corrections. Future inputs should be furnished in accordance with the attached but will not be processed against the file until the initial data base has been corrected and approved. A valid data base and prompt updating are essential to the system. Any problems encountered in applying the revised procedure should be resolved with the IP Staff.



Chief, Information Processing Staff

Attachments  
as stated

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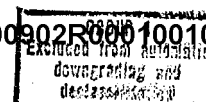
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ADP MANAGEMENT INFORMATION SYSTEM

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## 1. Introduction

1.1 Bureau of the Budget Circular No. A-83 , dated April 20, 1967, prescribes a system to furnish information for the management of ADP activities within and between Government agencies, pursuant to Public Law 89-306.

1.2 Security considerations govern the control of information on CIA activities such as the information called for in this requirement. The information in the Agency's ADP MIS file will be classified appropriately by the contributing organizations and will be handled in accordance with CIA security regulations.

1.3 The Information Processing Staff, O/PPB is responsible for implementing an ADP MIS System, as prescribed by BOB, modified to serve primarily as a function of internal ADP management -- Agencywide, Directorate and ADP Unit -- and for informing the International Division, BOB appropriately of our ADP activities.

1.4 The Information Processing Coordinators are responsible for furnishing input data on a timely basis to the IP Staff, O/PPB for the maintenance of a valid ADP MIS data base. (The schedule for furnishing such information is given in para. 4.)

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## 2. Terms of Reference/Definitions

2.1 An ADP Unit is the basic reporting element in the ADP MIS. An ADP Unit need not conform to regular organizational lines, i.e., it may involve elements of multiple organizations -- isolated key punches, sorters, etc. should not be considered separate ADP units but must be accounted for in this system.

2.2 An ADP Unit consists of personnel, equipment or both which serve primarily to carry out or support ADP activities. The five types of ADP Units are described as:

- (1) Has PCAM (EAM) only -- punched card accounting machines
- (2) Has EDPE only -- computer (s)
- (3) Has EDPE and PCAM (ADPE)
- (4) Has no ADPE but primary functions are systems analysis/design, programming, equipment management or performing ADP coordinating functions, etc.
- (5) Has some ADPE with primary functions as (4) above.

*Not an ADP unit  
by definition*

2.3 Under certain conditions contractors are to be identified as ADP units in this system. The Agency component which has primary responsibility for the contract is also responsible for obtaining/producing reports on contractor's ADP activities when EDP:

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(a) equipment is leased and the total cost of leasing is to be reimbursed under one or more cost reimbursement-type contracts, or

(b) equipment is purchased by the contractor for the account of the Government or title will pass to the Government, or

(c) equipment is furnished to the contractor by the Government, or

(d) equipment is installed in Government-owned, contractor-operated facilities.

2.4 "ADP Unit Manager" is a functional term in this system. In some cases it may, in fact, be an ADP Unit manager, but in other cases it will be simply the individual responsible for reporting the ADP activities associated with an "ADP Unit."

2.5 Activities to be reported in the ADP MIS are those which are identified with the operation of ADPE and activities of other persons whose principal function is to support ADP activities.

2.6 The Agency's definition of ADPE for the ADP MIS includes (1) EDPE (i.e., digital, analog and hybrid computers and their components, including remote on line devices) and (2) PCAM and related ADP equipment. This broad definition of ADPE is an extension of the A-83 definition of

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ADPE by its inclusion of analog computers and equipment identified with WALNUT, Minicard, DARE, etc. Excluded are control devices or black boxes (computers) which are developed for or built into a special system (e.g., collection system) and are thus limited in capability -- this does not exclude message switching computers.

2.7. Partial reporting exemptions. The equipment listed below is excluded from the following reporting:

- A. Projected EDPE Gain and Loss reporting
- B. EDPE Utilization reporting
- C. EDPE Acquisition History reporting
- D. ADP Unit Summary Manpower and Cost reporting

<u>Type of ADPE</u>	<u>Reporting Exemption</u>
General purpose digital computer furnishing various support services to customers . . . . .	None
Control System equipment, e.g., MAX . . . . .	B
Mobile System equipment . . . . .	B
Reutilization equipment . . . . .	C
Analog or Hybrid equipment . . . . .	B
PCAM . . . . .	A, B and C
Miscellaneous ADPE Systems equipment, e.g., Minicard, WALNUT, DARE, Flexo-writers, off line plotters, etc. . . . .	A, B and C

2.8 An ADPE System consists of one or more ADPE components (hardware items) -- generally not a single component -- which function

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interdependently under a given set of operational/control logic. An EDPE (computer) system generally consists of one CPU and the components which are physically connected to it or, in the case of a multiprocessing system, multiple interconnected CPU's and their components. The following rules apply to ADPE system definition for the ADP MIS:

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2.8.1 System numbers 01 through 89 are available for identifying the EDPE (computer systems) in each ADP Unit. System number 90 through 99 will be used for non EDPE (non computer) systems.

2.8.2 All PCAM in a given ADP Unit will be identified as System No. 99.

2.8.3 Miscellaneous ADPE items such as off line plotters, tape converters, etc. which are not considered part of a specific EDPE System will be identified as System No. 98.

2.8.4 Special families of ADPE such as WALNUT, DARE, and Minicard will be given an available number in the 90 - 99 series, such as 97.

2.8.5 A new EDPE (computer) system number will be assigned whenever a CPU addition or replacement is made (i.e., when a CPU with a new serial number is involved).

2.8.5.1 When an additional or replacement CPU is first reported (normally in a Projected EDPE Gain Report) it will be assigned a new EDPE (computer) system number. An EDPE Acquisition History Report will be prepared when the CPU and related software has been accepted. Concurrently,

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the component inventory records will be updated appropriately to identify all components with the new system, including those that had been part of a replaced system.

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4. ADP MIS REPORTING SCHEDULE\*

<u>Report</u>	<u>Frequency</u>	<u>Date Due in O/PPB</u>	<u>Selected Information Available for Inter- national Div, BOB</u>
ADPE Inventory	Each June 30	July 15	July 30
** Projected EDPE Gains/ Losses	Each June 30 and Dec 31	July 15 and Jan 15	July 30 and Jan 30
Actual ADPE Gains/ Losses (Perpetual Inventory)	Upon installation or release	5 days after installation or release	10 days after instal- lation or release
EDPE Utilization	Each June 30 and Dec 31	15 July and 15 Jan	31 July and 30 Jan
EDPE Acquisition History	whenever EDPE is accepted	15 days after acceptance	30 days after acceptance
Summary ADP Man- power and Cost	Each June 30	July 30	Aug 15

Corrections/Changes ---- all corrections/changes to data in the ADP, MIS are to be reported immediately using the appropriate transcript sheets and transaction codes.

\*All data is to be furnished on punch card transcript sheets and forwarded to the IP Staff. The Agency's ADP MIS data will be machine processed by the Office of Computer Services. Transcript sheets are to be stamped with appropriate security classification by the originating ADP units.

\*\*BOB Circular No. A-83 assumes that additional and replacement EDPE requirements are determined at least 18 months in advance (in accordance with Government policy furnished in BOB Circulars A-54 and A-61, to be revised.)

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4.1 The ADP MIS data base will be maintained on a current basis and used principally for ad hoc reporting in response to Directorate and Agency ADP management requirements.

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## 5. ADP UNIT IDENTIFICATION

### Card Format A

Use format A to provide subsequent ADP Unit Identification information (i.e., one card for each ADP Unit after the initial submission, 30 June 1967), such as changes in unit identification data or when an ADP Unit is added or deleted.

<u>Card Column</u>	<u>Item</u>	<u>Remarks</u>
1-4	ADP Unit No.	Enter the number which identifies the reporting ADP Unit. (see para. 3) Right justify, zero fill
5-6	(blank)	
7	Card Code	Must contain "A"
8-11	(Tie code)	(functional code, for use by OCS/operations)
12	Type of Unit	<p>Enter one of the following codes:</p> <ol style="list-style-type: none"> <li>1. Has PCAM only</li> <li>2. Has EDPE only</li> <li>3. Has EDPE and PCAM</li> </ol> <p>Use codes 4 or 5 below when primary purpose of unit is to perform systems analysis/design, programming, equipment selection, management, consulting or coordinating functions for other ADP Unit(s) or organizations and has:</p> <ol style="list-style-type: none"> <li>4. No ADPE</li> <li>5. Some ADPE</li> </ol>
13	Unit operated by	<p>Enter one of the following codes:</p> <ol style="list-style-type: none"> <li>1. A Federal agency</li> <li>2. A contractor in a Government-owned facility</li> <li>3. A contractor in a non-Government-owned facility</li> <li>4. A State, city or local government</li> <li>5. Other</li> </ol>
14-30	Directorate	Enter name of Directorate, e.g., Science & Tech. Must contain data. Left justify, space fill.

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<u>Card Column</u>	<u>Item</u>	<u>Remarks</u>
31-45	Name of Unit	Enter name of the ADP Unit, e. g. , OCS, RID, OCR/OBI. Must contain date. If contractor operated ADP Unit, enter name of contractor. Left justify, space fill.
46-49	Phone Number	Enter Agency phone number for ADP Unit. If contractor unit, enter Agency contact's phone number.
50-73	Loc. tion of Unit	Enter name of building (e. g. , Head- quarters, Ames) or "field" if appro- priate. If contractor ADP Unit, enter city and state. Must contain data. Left justify, space fill.
74-79	Date of Report	Enter report "as of" date: year, mo., da. (two digits each)
80	Transaction Code	Enter one of the following codes: 1. Initial submission 6. Item (field) correction -- replace with data shown. 7. Add record (card) to file 9. Delete record (card) from file.

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## 6. ADPE System Identification

## Card Format B

Use format B to provide subsequent ADPE System Identification information (i. e., after the initial submission, 30 June 1967) when an ADPE System is added or deleted. "ADPE System" is explained under para. 2.8.

<u>Card Column</u>	<u>Item</u>	<u>Remarks</u>
1-4	ADP Unit No.	Enter the number which identifies the reporting ADP Unit. (see para. 3) Right justify, zero fill.
5-6	ADPE System Number	Enter the previously assigned system number if file deletion. Enter the next available number if file addition. (see para. 2.8) Must contain 2 numeric characters.
7	Card Code	Enter Code "B"
8-11	(Tie Code)	(Functional code, for use by OCS/operations
12	Partial Exemption Code	Enter one of the following reporting exemption numeric codes if applicable: <ol style="list-style-type: none"> <li>1. Control System EDPE, e. g., MAX --reporting exemption B</li> <li>2. (not used)</li> <li>3. Mobile System EDPE -- reporting exemption B</li> <li>4. Reutilization EDPE -- reporting exemption C</li> <li>5. Control System and Reutilization EDPE -- reporting exemptions B and C.</li> <li>6. Analog or Hybrid EDPE -- reporting exemption B</li> <li>7. PCAM -- reporting exemptions A, B and C</li> <li>8. Miscellaneous ADPE, i. e., all systems numbered 90 through 98 -- reporting exemptions A, B and C</li> </ol>

<u>Card Column</u>	<u>Item</u>	<u>Remarks</u>
12 (cont'd)		The types of reporting exemptions provided for above are: <ul style="list-style-type: none"> <li>A. Projected EDPE Gain and Loss reporting</li> <li>B. EDPE utilization reporting</li> <li>C. EDPE Acquisition History reporting</li> <li>D. ADP Unit Manpower and Cost reporting</li> </ul>
13-15	ADPE System Manufacturer	See Appendix for abbreviation. Enter "U" if selection has not been approved or is not known. Enter XXX in this field if the system consists of components from several manufacturers with no principal system manufacturer, e.g., System #98. Left justify, space fill.
16-22	ADPE System Name	Enter the name, number, model, etc. e.g.: 360/40; 1050/3; PCAM. Enter MISC in this field if the system consists of components from several manufacturers with no principal system manufacturer, e.g., System #98. Left justify, space fill.
23-73	(blank)	
74-79	Date of Report	Enter report "as of" date: year, mo, da. (two digits each)
80	Transaction Code	Enter one of the following codes: <ul style="list-style-type: none"> <li>1. Initial submission</li> <li>6. Item (field) correction -- replace with data shown.</li> <li>7. Add record (card) to file.</li> <li>9. Delete record (card) from file.</li> </ul>



7. ADPE Components

Card Format C

Use format C to provide detailed information on ADPE components (i.e., hardware items) for the following type of reporting (reporting schedule given in para. 4.):

- (1) Installed ADPE as of 30 June (each year).
- (2) Projected EDPE gain as of 30 June and 31 Dec (each year).
- (3) Projected EDPE loss as of 30 June and 31 Dec (each year).
- (4) Actual ADPE gain as of (installation date).
- (5) Actual ADPE loss as of (release date).

<u>Card Column</u>	<u>Item</u>	<u>Remarks</u>
1-4	ADP Unit No.	Enter the number which identifies the reporting ADP Unit (see para. 3) Right justify, zero fill.
5-6	ADPE System Number	Enter the number of the ADPE system that the component is identified with. (see para. 2.8) Must contain 2 numeric characters.
7	Card Code	Enter code "C".
8-11	(Tie Code)	(Functional code, for use by OCS/Operations)
12-13	Component Class Code	Enter component class code. Use best judgment if uncertain but apply same code for similar items. See Appendix for class codes. Must enter one of available codes. (two numeric characters)
14-16	ADPE Component Manufacturer (may differ from system manufacturer in card B)	See Appendix - for abbreviation (phone IP Staff if not listed). Enter U if selection has not been approved or is not known. Left justify, space fill.
17-20	Component Type	Enter the number, etc. used by manufacturer to designate type of ADPE, e.g., 24, 88, 407, 2030, 2060. Left justify, space fill
21-24	Component Model	Enter the letter/number, etc. used by manufacturer to designate model, e.g., H, I, R2. Left justify, space fill.
25-31	Component Serial Number	Enter the serial number furnished by the equipment manufacturer. Left justify, space fill or cut off after 7 characters.

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<u>Card Column</u>	<u>Item</u>	<u>Remarks</u>
32-35	Installation Date	Enter date (year and month) this component was installed in the reporting ADP Unit. Use the date rental charges began or purchase payment authorized, i. e., formal acceptance. If projected EDPE gain, enter projected installation date. For initial (June 67) reporting on old equipment, record your best guess for year and 00 month, if not known. Must contain 4 numeric characters.
36-39	Release Date	Enter year and month (best guess, if not known) for all ADPE which is expected to be released within 5 years following the reporting date. Enter U if the component is to be kept more than 5 years. Enter 00 for month if not known. Must contain 4 digits or U and 3 spaces.
40-43	Purchase Date	Enter date purchased by the government (best guess for year and 00 month if not known). If not govt. owned, enter proposed purchase date if no plan for release within 5 years. <u>Show intent to purchase during current or budget fiscal years only if budgeted for.</u>
44-48	Purchase Cost or current purchase price (nearest \$100)	Enter the net purchase cost including cost of special features. If records are no longer available, record unit manager's best guess. If rented, record net purchase price as of the report date. Round to nearest \$100, right justify, zero fill.
49-52	Monthly Maintenance, (in dollars)	Enter the monthly contract maintenance cost, if any. Cost for maintenance of individual components all may be charged to the CPU if not itemized in the contract. (In this case only, leave this field blank for the non CPU entries) Enter maintenance charges for leased ADPE when such charges are not included in rental amount (below). Right justify, zero fill.

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<u>Card Column</u>	<u>Item</u>	<u>Remarks</u>
53	Ownership Code	Enter one of the following codes: (1) Government owned (2) Government leased (3) Contractor owned (4) Contractor leased
54-59	Average Monthly Rent (in dollars)	Include base rent, charges for extra use, special features, etc. This rental data is also required for purchased ADPE and can be obtained from the Federal Supply Schedules or estimated at 2% of the purchase cost. Right justify, zero fill. Leave blank only if vendor's policy precludes rent.
60	Acquisition Code	Enter one of the following codes: (1) Inter-agency transfer (2) Intra-agency transfer (use "9" below if applicable) (3) Equipment manufacturer (4) Leasing company (not a manufacturer) (5) Built in-house (6) Government furnished to non-Government organization (7) Provided to Government without cost (8) Other (9) Intra ADP Unit transfer, i.e., inter-ADP System transfer
61	Disposition Code	Enter one of the following codes when submitting an ADPE Loss Report (Transaction Code 3 or 5, col. 80). (0) Inter-agency transfer (1) Intra-agency transfer (use "9" below if applicable) (2) Returned to manufacturer (3) Returned to leasing company (not manufacturer) (4) Exchange sale (5) Place in storage (6) Donation (7) Surplus sale (8) Awaiting advice (9) Intra-ADP Unit transfer, i.e., inter-ADPE System transfer  Leave blank if not transaction 5, col. 80.

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<u>Card Column</u>	<u>Item</u>	<u>Remarks</u>
62	Maintenance Code	Enter one of the following codes, ADPE maintained by: <ul style="list-style-type: none"> <li>(1) Manufacturer-contract maintenance (may be included in rental contract)</li> <li>(2) Government personnel -- in-house maintenance</li> <li>(3) Manufacturer -- parts and/or labor basis</li> <li>(4) Other -- parts and/or labor basis</li> <li>(5) Other</li> </ul>
63-66	CPU Internal Memory Size (thousands)	Enter number of addressable units to nearest thousand if item is Class Code 01 in col 12-13. Right justify, zero fill. Leave blank if not Class Code 01.
67	CPU Addressable Unit of Memory	Enter one of the following if item is Class Code 01 in col. 12-13: <ul style="list-style-type: none"> <li>B --- byte</li> <li>C --- character</li> <li>W --- word</li> </ul> Leave blank if not Class Code 01
68-73	(blank)	
74-79	Date of Report	Enter report "as of" date: year, month, day (two digits each).
80	Transaction Code	Enter one of the following codes: <ul style="list-style-type: none"> <li>(1) Installed ADPE as of 30 June (each year).</li> <li>(2) Projected EDPE gain as of 30 June and 31 Dec (each year)</li> <li>(3) Projected EDPE loss as of 30 June and 31 Dec (each year)</li> <li>(4) Actual ADPE gain as of (installation date).</li> <li>(5) Actual ADPE loss as of (release date).</li> <li>(6) Item (field) correction -- replace with data shown.</li> <li>(7) Add record (card) to file.</li> <li>(9) Delete record (card) from file.</li> </ul>

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Card Format D

Use format D to provide utilization data on computers in place on 30 June or 31 December (reporting dates) and on computers planned (and budgeted) for installation during the current fiscal year and/or budget year (budget year only in 30 June reports). Past utilization data will be prepared on the basis of average monthly use of each CPU during the preceding six months (or months-on-hand, if less than six). Projected utilization will be reported for all CPU's on hand and projected EDPE system gains. (Para 2.7 indicates which computers are exempt from utilization reporting.)

<u>Card Column</u>	<u>Item</u>	<u>Remarks</u>
1-4	ADP Unit No.	Enter the number which identifies the reporting ADP Unit (see para. 3.) Right justify, zero fill.
5-6	ADPE System Number	Enter the previously assigned system number. (ADPE System is discussed in para 2.8) Must contain 2 numeric characters.
7	Card Code	Enter Code "D"
8-11	(Tie Code)	(Functional code, for use by OCS/Operations)
12-14	Preventive Maintenance	Enter average monthly hours used for scheduled preventive maintenance. Must contain 3 numeric characters. Right justify, zero fill.
15-17	Remedial Maintenance	Enter average monthly hours used for non-scheduled repairs, including time awaiting repairs. Must contain 3 numeric characters. Right justify, zero fill.
18-20	Other Downtime	Enter average monthly hours lost due to failure of electricity, air conditioning, site modification, EDPE field engineering changes, etc. Must contain 3 numeric characters. Right justify, zero fill.

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<u>Card Column</u>	<u>Item</u>	<u>Remarks</u>
21-23	Set-up	Enter average monthly hours not running due to loading or unloading EDPE with cards, paper, tapes, disks, etc. Must contain 3 numeric characters. Right justify, zero fill.
24-25	Rerun - Manufacturer	Enter average monthly hours used in reruns due to machine error or software for which manufacturer is <u>contractually</u> responsible. Right justify, zero fill.
26-27	Rerun - Other	Enter average monthly hours used in reruns due to data, operator, program, tape or other error for which the manufacturer is not responsible. Right justify, zero fill.
28-30	Program Development	Enter average monthly hours used in program development and modification. Right justify, zero fill.
31-33	Effective Production	Enter average monthly hours of operational use time excluding Rerun-Other and Program Development (Include hours provided to other ADP Units) Right justify, zero fill.
34-36	Hours not Available	Enter the average monthly hours that the system was unused and unavailable to other ADP Units for the reason stated in Col. 33, below. Right justify, zero fill.
37	Reason for Non-availability	<p>Indicate the primary reason why hours reported above could not be made available to other Agency ADP Units.</p> <ol style="list-style-type: none"> <li>1. Workload contingencies</li> <li>2. Real-time system</li> <li>3. Reserved for mobilization</li> <li>4. Time fragmented - not available in period greater than one hour.</li> <li>5. Other (e.g., intermittent availability)</li> </ol>
38	Number of Shifts	Indicate the number of 8-hour shifts the EDPE System is scheduled on a five day week basis. Enter 4 if regularly scheduled 3 shifts seven days per week. Must contain one digit, zero through 4.

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<u>Card Column</u>	<u>Item</u>	<u>Remarks</u>
39-41	Reimbursable Hours Provided to Others	Enter the average monthly computer hours provided to other ADP Units for which the reporting ADP Unit was reimbursed and the hours provided are not a part of the assigned mission and are not included in the funding and staffing of the providing ADP Unit. Right justify, zero fill.
42-44	Nonreimbursable Hours Provided to Others	Same as above except reporting ADP Unit was <u>not</u> reimbursed.
45-47	Reimbursable Hours Obtained from Others	Enter the average reimbursable monthly hours used by the reporting Unit on computers in other Government ADP Units (includes other CIA Units) to handle work normally identified with this computer system. Right justify, zero fill.
48-50	Nonreimbursable Hours Obtained from Others	Same as above but applies to nonreimbursable hours obtained. Right justify, zero fill.
51-53	Hours Obtained - Commercial Sources	Same as above but applies to computer hours obtained from commercial sources. Right justify, zero fill.
54-56	Projected Hours in Service (Current Fiscal Year)	Enter estimated average monthly hours in service for remainder of current fiscal year. Leave blank when reporting date is June 30. Right justify, zero fill when reporting date is December 31.
57-59	Projected Hours Avail- able (Current Fiscal Year)	Enter the estimated average monthly hours available to other ADP Units (including CIA Units). Leave blank when reporting date is June 30. Right justify, zero fill when reporting date is December 31.
60-62	Projected Hours Obtained from Commer- cial Sources (Current Fiscal Year)	Enter the estimated average monthly hours to be obtained from commercial sources to handle overflow work identifiable with this computer system. Leave blank in 30 June report. Right justify, zero fill in December 31 report.

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<u>Card Column</u>	<u>Item</u>	<u>Remarks</u>
63-65	Projected Hours in Service (Budget year, i.e., year following current FY.)	Enter the estimated average monthly hours in service during the budget year. Right justify, zero fill.
66-68	Projected Hours Available (Budget Year)	Enter the estimated average monthly hours this computer system will be available to other organizations (e.g., other CIA ADP Units) during the budget year. Right justify, zero fill.
69-73	(blank)	
74-79	Date of Report	Enter report "as of" date: year, mo., da. (two digits each)
80	Transaction Code	Enter one of the following codes: 1. Report as of June 30 (each year) 2. Report as of December 31 (each year) 6. Item (field) correction -- replace with data shown. 7. Add record (card) to file. 9. Delete record (card) from file.



Card Format E

EDPE Acquisition History reports are required for EDPE which is accepted under purchase or lease terms after June 30, 1967. Use Format E to report the EDPE Acquisition History immediately following the performance period and acceptance of an EDPE system, i.e., a replacement or additional CPU acquired from an EDPE supplier. (see reporting schedule, para. 4. and explanation of EDPE System, para. 2.8). The Component Inventory records (Format C) must be updated to identify all components of the new system.

<u>Card Column</u>	<u>Item</u>	<u>Remarks</u>
1-4	ADP Unit Number	Enter the number which identifies the reporting ADP Unit (see para. 3.) Right justify, zero fill.
5-6	ADPE System Number	Enter the number which identifies the ADPE System acquired. Normally the new ADPE System number will have been assigned and reported as a Projected EDPE Gain. (see para. 2.8) Must contain two numeric digits.
7	Card Code	Enter code "E"
8-11	(Tie Code)	(Functional code, for use by OCS/Operations)
12	Procurement Code	Enter one of the following codes that indicates procurement method used. <ol style="list-style-type: none"> <li>1. Competitive bids requested from all suppliers and evaluated.</li> <li>2. Noncompetitive, sole source, bids not requested from all qualified suppliers</li> </ol> Must contain Code 1 or 2.
13-18	Date EDPE Selection Approved	Enter year, month and day that equipment selection was approved by the highest level of review required for the particular selection. Must contain 4 numeric characters.
19-24	Date EDPE Delivery Required	Enter the year, month, day specified in contract or purchase order and accepted by the vendor as the required delivery date. Enter "A" if date was specified for "as soon as available." Must contain six numeric characters or "A" and five spaces.

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<u>Card Column</u>	<u>Item</u>	<u>Remarks</u>
25-30	Date EDPE Delivered	Enter the year, month and day the EDPE was delivered to the using ADP Unit or activity. Must contain six numeric characters.
31-36	Date EDPE Installation Required	Enter the year, month, and day specified in contract or purchase order and accepted by the vendor as the required installation date (ready for use). Enter "A" if date specified was for "as soon as available." Must contain six numeric characters or A and five spaces.
37-42	Date EDPE Installed	Enter the year, month, and day the EDPE was installed and ready for use. (The date rental charges began or purchase payment authorized.) Must contain six numeric characters.
43-48	Date Software Delivery Required	Enter the year, month and day specified in the contract or purchase order as the required delivery date for the last increment of software. Enter "A" if specified date was for "as soon as available." Enter "N" if no software delivery specified in contract. Must contain six numerics or A or N and spaces.
49-54	Date Software Delivered	Enter the year, month, and day last increment of software was delivered. If software was not delivered, enter estimated delivery date. Enter "N" if no software delivery required. Must contain six numerics or N and spaces.
55-57	Average EDPE Effectiveness Level	Calculate average effectiveness level for the performance period in accordance with GSA Federal Supply Schedules, or specific requirements of your contract or purchase order. Must contain three numerics, right justify, zero fill.
58-73	(blank)	
74-79	Date of Report	Enter the year, month, and day on which report was prepared (two digits each).
80	Transaction Code	Enter one of the following codes: 6. Item (field) correction -- replace with data shown. 7. Add record (card) to file. 1. Acceptance report

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10. ADP Unit Manpower and Cost Summary

Card Formats F through K

ADP Unit Manpower and Cost Reports are to be prepared (on formats F - K) as of June 30 each year for the past, current and budget fiscal years. (e.g. June 30 1967 reporting covers fiscal years 1966, 1967 and 1968)

All cost data will be rounded to the nearest thousand dollars. Manyear data will cover all manpower which is clearly identifiable with any of the following functions associated with the reporting unit's ADP activities: systems analysis, programming, equipment maintenance, equipment operations, and ADP supervision, management and administration. ADP related manpower not to be accounted for in this reporting includes non machine data preparation (e.g., document coding, etc.), programming by a user when programming is not his principal function and mechanized data preparation (e.g., flexowriter operation) when the machine readable output is only a by-product of the operation.

All contractor ADP costs will be included under "Operating Costs, Contractual" in Agency ADP Unit reporting. Contractor ADP Units need not furnish a separate Manpower and Cost Report unless requested by a Directorate. (Contractor manpower and operating cost data can be handled by the system but care must be taken not to count such items twice in summations of these data, i.e., as contractual costs of an Agency Unit and as Contractor ADP Unit costs.)

The following information is required on card formats F, H and J:

<u>Card Column</u>	<u>Item</u>	<u>Remarks</u>
1-4	ADP Unit Number	Enter the number which identifies the reporting ADP Unit (see para. 3.) Right justify, zero fill.
5-6	(blank)	
7	Card Code	Enter one of the following alphabetic codes F - when information is for the past fiscal year (e.g., FY 1966 data for reporting as of June 30, 1967)  H - when information is for the current fiscal year, i.e., the year ending with the June 30 "as of date".  J - when information is for the budget year, i.e., fiscal year starting after the June 30 "as of date".

<u>Card Column</u>	<u>Item</u>	<u>Remarks</u>
8-11	(Tie Code)	(Functional code for use by OCS/operation)
12-14	Total Manyears	Enter the total manyears equivalent of personnel accounted for by the reporting ADP unit who perform ADP functions. See explanation of ADP manyear data, above. Total manyears will usually be greater than the sum of manyears for specific functions, below. Right justify, zero fill.
15-17	Systems Analysis/Design Manyears	Include analyst, related supervisory and clerical manyears. Right justify, zero fill.
18-20	Programming Manyears	Include programmer, related supervisory and clerical manyears, Right justify, Zero fill.
21-23	ADPE In-House Maintenance Manyear	Right justify, zero fill
24-26	Keypunch/Verifying Manyears	Include keypunch related supervisory and clerical managers. Right justify, Zero fill
27-29	Other ADPE Operations Manyears	This includes all ADP equipment operations, closely related activities, supervisors and clerical. Right justify, Zero fill.
30	ADPE Selection Manyears	Enter manyears for selecting equipment Enter zero, if none.
31-35	EDPE Purchase Cost	Enter actual or projected (budget year) purchase cost of all EDPE (computer equipment) including all supporting peripheral or off-line equipment. Right justify, Zero fill.
36-38	PCAM Purchases	Enter actual or projected (budget year) purchase cost of all punched card accounting machines, i. e., key punches, sorters, reproducers, etc. Right justify, Zero fill.

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<u>Card Column</u>	<u>Item</u>	<u>Remarks</u>
39-41	Other Equipment Purchases	Enter actual or projected (budget year) cost of other (than EDPE and PCAM) ADPE equipment and equipment which is unique to the support of ADP operations e.g., bursters, panel storage racks, tape shelving, etc. Right justify, Zero fill.
42-44	Site Preparation Costs	Enter actual or projected (budget year) costs for site construction, modifications, etc. for ADPE. Right justify, Zero fill.
45-48	Salaries and Overtime	Enter actual or projected total salaries, including overtime. Do not include Govt. contributions to retirement, health plans, etc. in behalf of employees. Right justify, Zero fill.
49-53	EDPE Rentals	Enter actual or projected total rent for the year for all EDPE, i.e., all equipment except that identified with ADPE Systems numbered 90 through 99. Right justify, Zero fill.
54-56	PCAM Rentals	Enter actual or projected total rent for the year for PCAM, i.e., all equipment identified with ADPE System No. 99. Right justify, Zero fill.
57-58	Other Rentals	Enter actual or projected total rent for the year for other ADPE, i.e. all equipment identified with ADPE Systems numbered 90-through 98. Right justify, Zero fill.
59-61	Magnetic Tape, Disk Packs, Data Cells, etc.	Enter the actual or projected total cost for the year (purchase and rent) for magnetic storage media not accounted for in equipment rentals. Right justify, Zero fill.

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<u>Card Column</u>	<u>Item</u>	<u>Remarks</u>
62-64	Spare Parts	Enter the actual or projected total cost for the year for parts for in-house maintenance of ADPE.
65-67	Supplies	Enter the actual or projected total cost for the year for ADPE supplies such as paper, cards, ribbons, etc. Right justify, zero fill.
68-70	Other Operating Costs	Enter the actual or projected total cost for the year for other ADPE operating costs not specifically identified above. Right justify, zero fill.
71-73	(blank)	
74-79	Date of Report	Enter the report "as of" date: year, mo., da. (two digits each).
80	Transaction Code	Enter one of the following codes. 6. Item (field) correction -- replace with data shown. 7. Add record (card) to file. 9. Delete record (card) from file. 1. Annual report

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10.1 ADP Unit Manpower and Cost Summary (continued)

The following information is required on continuation cards, formats G, I and K.

<u>Card Column</u>	<u>Item</u>	<u>Remarks</u>
1-4	ADP Unit Number	Same as formats F, H and J, above.
5-6	(blank)	
7	Card Code	Enter one of the following alphabetic codes: G - when information is for the past fiscal year (e.g., FY 1966 data for reporting as of June 30, 1967) I - when information is for the current fiscal year K - when information is for the budget fiscal year
8-11	(Tie Code)	(Functional code for use by OCS/Operations)
12-14	EDPE Contractual Time and Related Services	Enter the actual or projected total cost for the year for contractual computer time and related services which supplement the workload of the reporting ADP Unit, obtained from non-Government sources. Right justify, zero fill.
15-18	Contractual Systems Analysis/Design and Programming Services	Same as above but for Analysis/Design and Programming Services.
19-21	Contractual ADPE Maintenance	Same as above but for ADPE maintenance contractual services.
22-24	Contractual Key punching/Verifying	Same as above but for KP contractual services.
25-27	Other ADP Contractual	Same as above but for all contractual ADP services not specifically identified above (e.g., studies or advice on ADP). Include here the total cost (ADP Unit Net Cost) of Contractor ADP Units associated with the reporting inhouse ADP Unit.

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<u>Card Column</u>	<u>Item</u>	<u>Remarks</u>
28-30	Reimbursable EDPE Time and Related Services Received	Enter the actual or projected total cost for the year for computer time and related services which supplement the workload of the reporting ADP Unit and are obtained from another Government ADP Unit (e.g., OCS, RID, or one in another agency) on a reimbursable basis. Right justify, zero fill.
31-33	Reimbursable Systems Analysis/Design and Programming Services Received	Same as above but for reimbursable analysis/design and programming services received by reporting ADP Unit.
34-36	Reimbursable Key- punching/Verifying Services Received	Same as above but for reimbursable KP services received.
37-39	Other Reimbursable ADP Services Received	Same as above but for other reimbursable ADP services received.(e.g., equipment evaluation services, etc.)
40-44	Gross Cost of ADP Unit	Enter the total actual or projected capital and operating cost of the reporting ADP Unit, i.e., the sum of the itemized costs reported above. Right justify, zero fill.
45-47	Reimbursable EDPE Time and Related Services Provided to other ADP Units	Enter the actual or projected total amount of reimbursements to the reporting ADP Unit for Computer time and related services provided to other ADP Units. Right justify, zero fill.
48-50	Reimbursable Systems Analysis/Design and Programming Services Provided to other ADP Units	Same as above but for reimbursements for analysis and programming.
51-53	Reimbursable Key- punching/Verifying Services Provided to other ADP Units	Same as above but for reimbursements for KP



<u>Card Column</u>	<u>Item</u>	<u>Remarks</u>
54-56	Other Reimbursable ADP Services Provided to other ADP Units	Same as above but for reimbursements for services to others not specifically identified above.
57-61	Net Cost of ADP Unit	Subtract the reimbursements reported above from the Gross Cost of ADP Unit and enter the difference. Right justify, zero fill.
62-73	(blank)	
74-79	Date of Report	Enter the report "as of": year, mo., da. (two digits each).
80	Transaction Code	Enter one of the following codes: 6. Item (field) correction -- replace with data shown. 7. Add record (card) to file. 9. Delete record (card) from file. 1. Annual report

## 20. File Maintenance

20.1 All ADP MIS file maintenance transactions are to be recorded on transcript sheets, sent to the IP Staff, O/PPB, and then forwarded to OCS Operations Div. for machine processing. ADP Units are to furnish complete and valid data in the specified formats for the maintenance of the ADP MIS file on a current basis. Machine printout of ADP Unit files (or required portions) will be furnished to the ADP Units for use in file maintenance. These include printout of the Unit's total data base and current printout of any updated portion of the file.

CAUTION: Be sure that all corrections/updates relate to the current machineable data base as indicated by a current machine printout.

20.2 Error correction. The standard method of correcting errors (i.e., wrong data or omissions) in the ADP MIS data base involves a computer correction routine and the use of transaction codes "6", "7", or "9" (col 80 in each card format).

20.2.1 When correcting one or more items (fields) in a record, furnish the identifying information in columns 1 through 11 and make the correct entry for the field being corrected. The new entry will replace the data previously in the field. All other fields will remain unchanged in the machine record.

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20.2.2 To add a new record (card) enter transaction code "7" in col. 80 and fill in all other data except "tie code" (col. 8 - 11).

20.2.3 To delete an entire record (card) from the ADP MIS file, copy the information that identifies the record in col. 1 through 11 and enter transaction code "9" in col. 80.

20.3 Updating. Paragraph 4 contains the normal reporting schedule for updating the ADP MIS data base.

20.3.1 New ADP Units must be identified by filling out Format A and entering transaction code "7" in col. 80.

20.3.2 New ADPE Systems must be identified by filling out Format B and entering transaction code "7" in col. 80. (N.B. An additional or replacement CPU constitutes a new computer system.)

20.3.2.1 All ADPE components must be identified with a given ADPE System. All Format C records must be updated (i.e., show correct system identification) when an additional or replacement CPU is installed.

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20.3.3 The perpetual ADPE inventory is maintained by reporting Actual ADPE Gains and Losses within 5 days after the installation or release of any ADPE component. Use Format C, transaction code "4" or "5".

20.3.4 Projected EDPE (computer equipment) gains and losses are reported each June 30 and December 31. These records, which are extraneous to the ADPE inventory, are superseded by new projections semiannually -- no other updating is required.

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ADPE COMPONENT CLASS CODE

<u>Central Processing Units, Storage and Related Controls</u>	<u>Class Code</u>
Central Processing Unit	01
Magnetic Tape Unit	02
Magnetic Core Unit	03
Magnetic Drum Unit	04
Magnetic Disk Unit	05
Other Storage Units (Magnetic Strip, Card, Chip, etc.)	06
Multipurpose Control	07
 <u>EDPE System Input/Output and Related Controls</u>	
Card Reader and/or Punch	20
Paper Tape Reader and/or Punch	21
Optical Character Recognition Unit	22
Magnetic Data Recording Unit (e.g. Mohawk 1105)	23
Magnetic Ink Character Recognition Unit	24
Data Converter (Analog to Digital, Digital to Analog)	25
Media Converter (Card to Tape, Tape to Card, etc.)	26
Plotter	27
Printer	28
Image Handling Unit	29
Display Unit	30
Operator Consoles and Inquiry Stations	31
Control for multiple I/O Channels; Multiplexor and Channel Selector	32
Other system I/O and related controls	33
 <u>Communication Terminals and Related Units</u>	
Card Terminal	50
Magnetic Tape Terminal	51
Paper Tape Terminal	52
Printer Terminal	53
Input Console	54
Multiplexor, Control, Distributor, Buffer, Adaptor	55
Other Terminals and related units	56
 <u>EDPE not categorized above</u>	 60

<u>PCAM and Other Digital Data Preparation/Recording Equipment</u>	<u>Class Code</u>
Card Punch	70
Card Verifier	71
Tape Punch/Verifier	72
Sorter	73
Collator	74
Reproducer and Gang Punch	75
Interpreter	76
Accounting Machine	77
Media Converter (Card-to-tape, Tape-to-Card, etc.)	78
Other PCAM and Data Preparation/Recording Equipment	79
<u>ADPE not categorized above, i.e., Agency ADPE inventory items not provided for in Circular A-83</u>	90

(Stamp classification when filled in)

## ADP Management Information System Transcript Sheet

Indicate type of reporting:

☐ Initial (Format A)☐ Annual (Formats F-K)☐ File correction/update (Formats A or F-K)

## Format A -- ADP Unit Identification

ADP Unit No.	(blank)	Card	Tie Code (functional)	Type	Op. By	Agency Directorate	Name of ADP Unit	Agency Phone Number	Location of Unit	Report Date			TRANSACTION																																																																		
										Yr.	Mo.	Da.																																																																			
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80

## Formats F, H, J -- ADP Unit Manpower and Cost Summary (For past, current and budget years: FY \_\_\_\_, FY \_\_\_\_ and FY \_\_\_\_ -- \$ thousand)

ADP Unit Number	(blank)	Card	Tie Code (functional)	Manyears										Capital Costs										Operating Costs										(blank)	Report Date			TRANSACTION																																									
				Total	Syst. Anal.	Prog.	Equip. Maint.	K.P.	Operations	Design & Programming	EDPE Purchase	FCAM Purch.	Other Equip. Purch.	Site	Salaries	Rentals			Tapes Disks etc.	Spare Parts	Supplies	Other	Yr.	Mo.	Da.																																																						
																EDPE	FCAM	Other																																																													
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80

## Formats G, I, K -- ADP Unit Manpower and Cost Summary (continued)

ADP Unit Number	(blank)	Card	Tie Code (functional)	OPERATING COSTS (continued)										Reimbursements for Services Provided				ADP Unit Net Cost	(blank)	Report Date	TRANSACTION																																																										
				Contractual ADP Services					Reimb. Service Received					Com-puter Time	Design & Programming	K.P.	Other																																																														
				Com-puter Time	Design & Programming	ADPE Maint.	K.P.	Other	Com-puter Time	Design & Programming	K.P.	Other																																																																			
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80



(stamp classification when filled in)

ADP Management Information System Transcript Sheet

Indicate type of reporting:

☒ Initial (Format B)

☒ Acceptance (Format E)

☐ File correction/update (Formats B & E)

[illegible][illegible]

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ADP Management Information System Transcript Sheet

Indicate type of reporting:

- |                          |                          |
|--------------------------|--------------------------|
| <input type="checkbox"/> | Inventory, June 30       |
| <input type="checkbox"/> | Projected EDPE Gain/Loss |
| <input type="checkbox"/> | Actual ADPE Gain/Loss    |
| <input type="checkbox"/> | File correction/update   |

### Format C -- ADPE Components

[illegible]

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ADP Management Information System Transcript Sheet

Indicate type of reporting:

☐ Semiannual

☐ File correction

Format D -- Computer (CPU) Utilization

[illegible]

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